



## APPLICATION INSTRUCTIONS

### Logon

1. Go to [lamedicaid.com](http://lamedicaid.com), and click on the Provider Login button.
2. Log in using your individual NPI or Provider ID and login and password.
3. If you are with a large group or facility and do not have an individual login id and password, you may access LAConnect using the group or facility login and password.

### Calculator Completion

1. Once in LaConnect, click on the appropriate option to start. You will be transported to the Louisiana Eligible Professional Calculator.
2. Enter data in the highlighted cells. As you make selections, tabs will appear at the bottom of the page that will require completion.
3. If you need help, there is an Instruction Tab and an Example Tab.
4. After completing the Louisiana Eligible Professional Calculator, you must save it to your computer in Excel format.

### Document Upload

1. Return to LAConnect Main Menu.
2. Choose the "I'm ready to upload my application" option, and you will be transported to the Document Upload screen.
3. Follow the upload instructions.
4. In addition to your completed calculator, based upon your attestation type and year, you may be required to upload other documents.
5. You will be prompted to give each uploaded document a Document Title, which cannot exceed 30 characters. It is important that the Document Title be in the following format:

**DOCUMENT TYPE\_7-Digit INDIVIDUAL Provider ID\_YYYYMMDD**

6. See the table below for document requirements and acceptable Document Title formats. *Failure to upload all necessary documents and failure to use the correct Document Title format will result in your application being rejected.* The maximum document size is 7 MB.

## DOCUMENT UPLOAD REQUIREMENTS

Document for Upload	Attestation Type	Provider Type	Document Title Format*
Calculator	AIU and MU	EP, EH	EPCalculator_1234567_20121015 EHCalculator_1234567_20121015
EHR Proof of Purchase	AIU	EP, EH	POP_1234567_201015
Cost Report	AIU	EH	CostReport_1234567_201015

**\*DOCUMENT TYPE\_7-Digit INDIVIDUAL Provider ID\_YYYYMMDD**

7. An uploaded document can be deleted during the business day that it was uploaded by using the Submit Deletes button. However, if you must delete a document that was uploaded on a previous business day, contact EHR staff at [ehrincentives@la.gov](mailto:ehrincentives@la.gov).